

LOCKDOWN AND SHELTER-IN-PLACE PLANNING CHECKLIST

Purpose

This checklist supports organisations to review and strengthen arrangements for lockdown and shelter-in-place events. It helps identify preparedness gaps and considerations relating to decision-making, communication, occupant safety, coordination and operational response.

Who Should Use This Checklist?

- Building and facilities managers
- Security and operations personnel
- Emergency planning and preparedness personnel
- Emergency control organisation (ECO) members
- Personnel responsible for developing or reviewing emergency arrangements
- Emergency Planning Committee (EPC)

Instruction Notes

- Use this checklist to assess whether your building or site is prepared for a lockdown or shelter-in-place event. Work through each section and answer each prompt with “Yes” or “No”, recording any gaps, actions or follow-up requirements.
- Consider the range of scenarios that may require occupants to remain in place, including external threats, severe weather, smoke or air quality impacts, or other situations where evacuation may not be the safest option.
- Use the checklist to identify existing arrangements, improvement opportunities and planning priorities. Review and update the checklist periodically as preparedness arrangements evolve.

SCENARIO UNDERSTANDING		
Prompt	Y/N	Notes
Have relevant scenarios been considered? (e.g. lockdown, storm, smoke, external threat, armed intruder)		
Are triggers for lockdown or shelter-in-place clear and understood?		
Are differences between lockdown and shelter-in-place actions clear?		

COMMUNICATION		
Prompt	Y/N	Notes
Are clear messages prepared for occupants?		
Do occupants know how they will be informed?		
Do occupants know how to seek help or report a situation, including who to contact?		
Have communication arrangements for visitors and guests been considered?		
Are multiple communication methods available? (e.g. PA, email, SMS, apps)		

COMMUNICATION (continued)		
Prompt	Y/N	Notes
Are communication methods and formats accessible to all occupants, including people with disability? (e.g. visual, audible and written formats)		
Are messages simple and easy to understand?		
Do communications align with emergency services instructions where relevant?		

COORDINATION		
Prompt	Y/N	Notes
Is it clear how to coordinate with emergency services during a lockdown or shelter-in-place event?		
Are neighbouring buildings or precinct contacts identified?		

DECISION-MAKING		
Prompt	Y/N	Notes
Is it clear who makes the decision to initiate lockdown or shelter?		
Are decision triggers documented and understood?		

DECISION-MAKING (Continued)

Prompt	Y/N	Notes
Are internal escalation pathways clear if further action is required?		
Are arrangements in place to monitor and update the situation as it evolves?		

ROLES & RESPONSIBILITIES

Prompt	Y/N	Notes
Are roles clearly defined? (e.g. building management, Wardens, communications etc)		
Do staff understand what to do during a lockdown/shelter-in-place?		
Are backup personnel identified for key roles?		
Have people with disability, or their representatives/advocates, been considered or consulted in planning for lockdown or shelter-in-place?		
Have Personal Emergency Evacuation Plans (PEEPs) for staff who require them, been communicated to wardens or safety personnel?		

SPACES & PHYSICAL CONTROLS		
Prompt	Y/N	Notes
Are suitable areas for shelter-in-place or lockdown identified and assessed for their suitability?		
Are safe locations clearly identified (and mapped where appropriate) and are necessary resources available? (e.g. emergency kits, supplies)		
Are environmental controls considered for shelter-in-place? (e.g. managing HVAC systems, limiting external air)		
Can access points be controlled or secured if needed?		
Are there considerations for different building areas? (e.g. public vs private areas)		

DURATION & ESCALATION		
Prompt	Y/N	Notes
Is there a plan if the situation lasts longer than expected?		
Are welfare and wellbeing needs considered for prolonged shelter-in-place? (e.g. access to water, sanitation, comfort)		
Are the needs of visitors and other non-regular occupants considered during prolonged shelter-in-place?		
Are the needs of occupants who may require additional assistance considered? (e.g. people with disability, health conditions or other support needs)		

DE-ESCALATION / STAND-DOWN

Prompt	Y/N	Notes
Is it clear who decides when to stand down lockdown or shelter-in-place, and what criteria must be met?		
Is there a process for confirming the situation is safe before ending restrictions?		
Are clear stand-down messages prepared, including what occupants should do next?		
Is there a plan for how movement will safely resume? (e.g. staged release, restricted areas)		
Are follow-up actions considered after stand-down? (e.g. welfare, communication, re-entry, review)		